

BUILDING INSPECTION MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise building inspection operations within the Building Safety Division; and to perform a variety of highly skilled technical tasks relative to assigned area of responsibility.

The role of any Building Inspection Manager within the City of Tempe is to provide the best development services possible with an emphasis on excellent customer service. In addition, supervisors must be a mentor to their staff members and be an enthusiastic participant in a high performance work culture. This means that supervisors must use their exceptional knowledge to the benefit of all that they come in contact with during the course of their work. In this sense, the supervisor's customers include such people as the building owner, business owner, architect, engineer, superintendent, development services specialist, all city staff members, tenant, resident, etc.

All who have a stake in the construction process or in the use of a finished building are to be considered customers. Customers should be treated with respect, and when problems arise, the supervisors use their exceptional knowledge in a problem solving mode to the benefit of the associated customers. The goal is for supervisors to use their exceptional code knowledge and/or City of Tempe's processes to the benefit of all customers, ensuring the minimum code standards are incorporated in the built environment as the code intends.

Supervision Received and Exercised:

Receives general direction from the Deputy Community Development Director - Building Safety and Permits or from other supervisory or management staff.

Exercises direct supervision over building inspection staff.

Essential Functions:

Duties may include, but are not limited to, the following:

CITY OF TEMPE

Building Inspection Manager (continued)

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the building inspection program; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in building inspections; assist in difficult inspection problems and code interpretations.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for proposed expenditures; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Supervise record keeping of inspection and abatement actions.
- Prepare comprehensive reports on problem areas and violations; authorize the issuance of compliance orders.
- Request for legal action and testify in legal proceedings as required.
- Perform field inspections of problem areas; inspect industrial, commercial and complex residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of City, State and Federal agencies.
- Coordinate inspection activities with other City departments, divisions and outside agencies; confer with architects, contractors, builders and the general public in the field and office regarding problem areas; explain and interpret requirements and restrictions.
- Attend technical and board meetings to discuss revisions and changes in codes; advise on code amendments and adoptions; represent the Department on citizen boards as a staff advisor.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

CITY OF TEMPE

Building Inspection Manager (continued)

· Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible building inspection experience including one year of supervisory and code enforcement responsibilities.

Education:

Equivalent to the completion of the twelfth grade supplemented by college level courses in building inspection technology, engineering, architecture or construction.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Possession of a Building Inspector Certification **and** possession of **two** additional certifications as listed below from a recognized code publishing organization. In addition, requires the possession of, or required to obtain within 12 months of hire or promotion a **fourth** certification as listed below from a recognized code publishing organization:

Electrical Inspector, Plumbing Inspector, Mechanical Inspector, Building Plans Examiner, Combination Plans Examiner, Accessibility Inspector/Plans Examiner, Residential Combination Inspector, Commercial Combination Inspector, Reinforce Concrete Special Inspector, Pre-stressed Concrete Special Inspector or Certified Building Official.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 398

Status: Exempt/ Classified